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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 3 November 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations - Month of October 1948

1. Status of Personnel:

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- a. Persons authorized .....
- b. Persons on duty .....
- c. Persons on leave without pay .....
- d. Persons on maternity leave .....
- e. Remaining unfilled positions .....

f. Inasmuch as this office can operate with the number of employees presently on duty, no further action will be taken to interview personnel for remaining unfilled positions. It is recommended that personnel on leave without pay and maternity leave, upon return to duty, be directed to Personnel Branch for reassignment.

2. Problems Encountered: Upon instructions from your office, the Property Control Division with the assistance of the Supply Division was assigned to accomplish an audit and complete physical inventory of Communications supplies and equipment, inclusive of the preparation of adjustment reports and reports pertaining to the reconciliation of the stock record balance and physical inventory balance, during the period 1 thru 31 October 1948. With the exception of completing seventy-five percent of the reports indicated above, the major portion of this assignment was completed as of 31 October 1948. This assignment would have been successfully accomplished on the scheduled date if bin stock containing the greater portion of Communications property had not been in the chaotic condition in which it was found. This entailed a complete reorganization of stock items during the physical inventory which required additional time and personnel. However, with the assignment of typist from the Supply Division, Transportation Division, Personnel Branch, and personnel of the Property Control Division, it is believed the inventory stock record report will be available for review by Capt. [REDACTED], Supply Officer, and his successor, Mr. [REDACTED] on or before 5 November 1948.

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3. Major Accomplishments:

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- a. Authorization was granted to assign a representative of the Property Control Division to visit [REDACTED] Account Nos. 1100,

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Mr. [REDACTED]

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assignment and will, during the course of his inspection, accomplish the following:

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- (1) Establish a stock record account for personal and unassigned property located at [REDACTED].
- (2) Conduct a complete audit of records and physical inventory of property.
- (3) Orientate responsible individuals in accountability and responsibility of Government property.
- (4) Arrange for disposition of unserviceable and surplus property in accordance with governing laws.
- (5) Review all phases of property control at said accounts and, if necessary, correct any deficiencies.

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A complete report relative to the above will be furnished you upon Mr. [REDACTED]'s return to this office.

b. As a result of the Property Utilization Program the total monetary value of property returned to stock during the month of October 1948 was \$4,946.40.

c. During the past month, a procedure, relative to the issuance of FWA property by authorized personnel to drivers of vehicles obtaining gasoline and departing from the [REDACTED] warehouse area, was established. The procedure will provide protection of Government property located within said area, and will, in turn, relieve personnel of the Storage and Issue Section of an assignment not related to their activities. 25X1A6a

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d. A procedure relative to the establishment of a stock record account for military supplies and equipment under the jurisdiction of Supply Officer, Mr. [REDACTED], was established. This procedure provides for the receipt of salvaged material and the return of same to the Department of the Army which was, in the past, a troublesome supply problem.

e. The concurrence of the Chief, Storage and Issue Section and the Chief, Supply Division was obtained relative to a procedure pertaining to the establishment of a control point for the receipt and issuance of expendable office supplies. This procedure has been in effect for a period of one month and has provided adequate control of such property with a minimum amount of detail involved.

4. Future Plans: The Property Control Division has no other specific plans for the future other than working towards a general improvement of the methods employed in accounting for property within the Agency.

5. During the month of October 1948, the following work load was performed by the various sections of the Property Control Division:

a. Control Section:

(1) Vouchers posted .....	301
(2) Identification Control Cards Posted .....	1217

b. Audit and Inspection Section:

(1) Supply Accounts Audited .....	1
(2) Number of Damaged Property Investigations....	3

c. Clearance and Survey Section:

(1) Survey Reports Being Investigated .....	12
(2) Property Clearances Issued .....	69
(3) Property Passes Issued .....	2



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